

## RETAIL DISLOCATED WORKER GRANT (DWG) CAREER PLANNER GUIDE

### INTRODUCTION

The Retail DWG serves dislocated workers from the retail sector in its entirety – stores and/or their corresponding corporate offices, call centers, and distribution centers. The goal is to serve eligible dislocated workers whose work histories primarily consist of lower-paid retail positions, and who would benefit from training to qualify for higher skill level positions offering higher pay.

### ALLOWABLE RETAIL DWG PROJECT ACTIVITIES

Career, training, and supportive services for project-eligible Dislocated Worker Program participants.

### PROJECT ELIGIBILITY

Please see the other side of this page for the Retail DWG participant eligibility guide.

*\*Dislocated Worker Eligibility:* Eligible participants must meet the WIOA Title I Dislocated Worker Program eligibility.

*\*Qualifying Dislocation Event:* Eligible participants must have been or will be laid off from a retail store or a retail store's corresponding corporate office, call center, or distribution center. A subgrantee (local WDB) may serve an eligible participant regardless of whether the employer of the qualifying dislocation event was or is located within the local WDB's workforce development area.

*\*Leased and Contracted Workers:* Leased and contracted workers who have or will experience permanent job loss because of a dislocation event from an employer that is different than their employer of record can be covered under this project.

*\*Qualifying Lookback Period:* Project-eligible participants may be served under the Retail DWG regardless of when their qualifying dislocation event occurred. Services funded through the Retail DWG must occur between the start date of a local WDB's subgrant and the end of the Retail DWG period (September 30, 2020).

### SERVICES

Training and supportive service funding caps for this project are significantly higher than local formula caps. Funding caps for this project supersede any local funding limitations for Dislocated Worker Program participants and do not count towards any local limitations as outlined in local WDB policy.

*\*Training Services:* Program participants must be eligible to receive training services as outlined in WIOA and its Final Rule. There is a \$15,000 training services cap per participant under this project. Training funded under this project must be used to help participants transition into existing and emerging in-demand industry sectors and occupations, as identified in Wisconsin's State Plan or the project operator's WIOA Local Plan. **Career planners must document the selected in-demand industry sector or occupation in the participant's ASSET case file.** To do this, career planners must enter the following in the service details screen of the applicable training service: (1) the selected industry sector or occupation into the comments field, and (2) the NAICS code of the industry and/or the O\*Net code of the occupation the participant is training for.

*\*Supportive Services:* There is a \$15,000 supportive services cap per participant under this project.

*\*Career Services:* All WIOA Dislocated Worker Program career services are allowable under the grant.

*\*Expenditure Requirements:* At least 75% of the subgrant's total program funds must be spent on training and/or supportive services. The remaining amount can be spent on career services.

### CO-ENROLLMENT

*Current Participant:* Project-eligible participants who are being funded by local formula or Additional Assistance grants may be co-enrolled (i.e., co-funded) in the Retail DWG. Career services may be transitioned to Retail DWG funding retroactively to the start date of a local WDB's subgrant. Training and similar ongoing services can be transitioned to the subgrant at the first "logical break." For example, training begun before the beginning of the subgrant period could be funded by the subgrant at the beginning of the next semester or quarter.

*New Participants:*

*\*Other Title I Programs:* Retail DWG participants may be co-enrolled in other Title I-B programs as needed. Eligible program services for these participants should be funded by the Retail DWG whenever possible.

*\*Trade Adjustment Assistance (TAA) Program:* If a retail dislocation is certified by TAA, eligible TAA participants may be co-enrolled in the Retail DWG. Training for these participants must be funded by TAA, and subgrant funds may be used for supportive and career services as needed.

## ELIGIBILITY CRITERIA

### DISLOCATED WORKER PROGRAM ELIGIBILITY

#### Need All

- ☐ 18 years of age or older
- ☐ Eligible to work in the United States (definition below)
- ☐ Registered for Selective Service (if applicable)

#### AND

#### Need One (category definitions below)

- ☐ Category 1 – Individual or Small Group Layoff
- ☐ Category 2 – Permanent Closure of Mass Layoff

**Note:** Eligible project participants' ASSET records must include the Dislocation Event ID (i.e., the RRETS ID) on the Manage Programs screen, Dislocated Worker tab. If the event for the participant's layoff does not yet exist in RRETS, staff with RRETS Editor rights must create the event.

#### AND

### RETAIL DWG PROJECT ELIGIBILITY

#### Need One

Participant has been or will be dislocated from:

- ☐ Retail Store                      ☐ Retail Call Center
- ☐ Retail Corporate Office      ☐ Retail Distribution Center

**Note:** To determine if a participant is from a qualifying dislocation event, look up the employer's NAICS code. NAICS codes starting with 44 or 45 are retail stores. Corporate offices, call centers, and distribution centers likely do not start with 44 or 45, but can still qualify if directly associated with a retail store. If a Dislocated Worker Program participant fits the project eligibility criteria but the employer's NAICS code does not correspond to the retail sector, the project operator must consult with DWD-DET for a case-by-case determination.

## DEFINITIONS

Eligible to work in the United States	Citizens and nationals of the United States; lawfully admitted permanent resident aliens, refugees and asylees (who are authorized to work in the U.S. because of their refugee or asylee status); and other immigrants authorized by the Secretary of Homeland Security or the secretary's designee to work in the U.S. This includes immigrants covered by Deferred Action for Childhood Arrivals (DACA) who have applied for and received work authorization.
Dislocated Worker Category 1 – Individual or Small Group Layoff	<p>The individual meets all of the following:</p> <ul style="list-style-type: none"> <li>a. Has been terminated or laid off or has received a notice of termination or layoff;</li> <li>b. Is unlikely to return to a previous industry or occupation; <b>AND</b></li> <li>c. Is eligible for or has exhausted unemployment payments stemming from the layoff used for program eligibility; or</li> </ul> <p>has been employed for long enough to demonstrate attachment to the workforce but is not eligible for unemployment payments because earnings were not sufficient to qualify or the job the individual was laid off from was not covered under state unemployment compensation law.</p>
Dislocated Worker Category 2 – Permanent Closure or Mass Layoff	<p>The individual meets <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>a. Has been terminated or laid off, or has received a notice of termination or layoff because of a permanent closure of any size or a layoff of 25 or more workers from a physical employment site or from a virtual enterprise; <b>OR</b></li> <li>b. Works at a physical employment site or for a virtual enterprise where the employer has made a general announcement that the employment site will permanently close or the virtual enterprise will end operations within 180 days; <b>OR</b></li> <li>c. Works at a physical employment site or for a virtual enterprise where the employer has made a general announcement that the employment site will permanently close or the virtual enterprise will end all operations, either in more than 180 days or with no date given. In this case, the individual may receive only basic career services until s/he receives a specific date of the termination from the employer or until the closure is scheduled to occur within 180 days.</li> </ul>